



PROCEEDINGS OF THE DIRECTOR GENERAL
KERALA INSTITUTE OF LOCAL ADMINISTRATION, THRISSUR

(Present : Sri. Toby Thomas)

Walk-in-Interview for the post of Computer Technician/Assistant on Contract basis - reg

No: 2024/16/PIU DLI 4

Dated, 27.03.2025

Read:-

KILA is conducting a Walk-in-Interview for the post of Computer Technician/Assistant, on Contract basis, on 21st April 2025 at the Office of the Project Implementation Unit, Door No 11/459 DBRA-27 Nanthancode, Kowdiar PO, Thiruvananthapuram for the DLI4 component of the Resilient Kerala Program-for-Results (PforR) project. Candidates with qualifications prescribed below may report with Biodata and Original certificates and copies of relevant certificates including that of eligibility and relevant work experience. They shall send their biodata and scanned copies of relevant certificates to the following email ids: dli4piu@gmail.com and info@kila.ac.in on or before 15/04/2025.

Name of post : Computer Assistant

Educational Qualification: Any Degree with proficiency in Computer Applications

Experience: Minimum 3 years of relevant experience. Good command in word processing, worksheets and presentations.

Tasks to be performed: Letter drafting (English and Malayalam), preparation of presentations, email communication and basic data analysis.

Number of posts: 1

Location: Thiruvananthapuram

Remuneration: Rs. 30,000/-

Duration of engagement: Initially for a period up to 30/06/2025 and likely to be extended based on project requirement.

Sd/-

Toby Thomas *
Director General

* This is a computer generated document. Hence no signature is required.